



## COLUMBUS SENIOR SQUADRON

### CIVIL AIR PATROL

*Auxiliary of the United States Air Force*

P.O. Box 332

Westerville, Ohio 43026

30 OCTOBER 2006

MEMORANDUM FOR HEADQUARTERS, OHIO WING / DO

FROM: MAJOR BRIAN KENNEDY, COMMANDER OH-085

SUBJECT: UNIT LOCAL PROCEDURES FOR N354CP

#### **CONTACTS:**

<b>AIRCRAFT MGR - FRO</b>	<b>MAINTENANCE - FRO</b>	<b>FINANCE - FRO</b>
Brian Kennedy	Marc Pagan	David Sitter
614-325-3648 Cell (Cell phone is always on.)	614-677-4840 Work 614-296-9944 Cell 614-677-4840 Home	609-352-6973 Cell
<a href="mailto:oh085plane@yahoogroups.com">oh085plane@yahoogroups.com</a>	<a href="mailto:oh085plane@sbcglobal.net">oh085plane@sbcglobal.net</a>	<a href="mailto:David.Sitter@L-3com.com">David.Sitter@L-3com.com</a>
OR <a href="mailto:bkennedycap@sbcglobal.net">bkennedycap@sbcglobal.net</a>	OR <a href="mailto:Marcpagan@aol.com">Marcpagan@aol.com</a>	

#### **AIRCRAFT ACCESS & SECURITY:**

1. Aircraft is kept in the Lane Aviation hangar at Rickenbacker IAP (LCK). You may park your POV in the asphalt lot to the east of the Lane hangar.
2. Lane Aviation's hangar can be accessed from the north side with a door code. Contact us for the code or use the intercom button so Lane personnel can provide access to the hangar.
3. To call Lane Aviation dial 614-237-3747 and ask to be transferred to Operations desk at Rickenbacker.
4. A lock box is hanging on the left wing tie-down bracket. Contact us for the combination.
5. Inside the box is an aircraft key to open the pilot's side door. The key is attached to the lock box's combination section. Do not remove the key from the combination section.
6. Once the door is open, use the key ring with key fob located in the center console of the aircraft.
7. The key fob also has a key to our storage locker, located on the south wall of the hangar.
8. Put the combination box key back into the box and attach the box's hangar to the rear seat leg while you are flying. This way it cannot get misplaced and remains secured.
9. Lane usually has an industrial strength tow bar hooked to N354CP. You can pull the aircraft out with this tow bar or ask Lane to use their tug to pull it out. Chock the wheels as soon as the aircraft is stopped. Put their tow bar inside the hangar while you are flying.
10. PIC must do a final walk around after all crew members are in the plane to check for tow bar, wheel chocks, pitot tube cover, etc.
11. When you are done flying leave the key fob in plain view on the center console and put the combination lock box back on the tie down bracket after all aircraft doors and windows are locked.



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### **SCHEDULING:**

1. Scheduling the aircraft for a few hours of proficiency flying, does not require coordination with us. Schedule the aircraft using WMU.
2. If you want to use the aircraft for longer, or if you want to use it for Form 5/91, PCT, Cadet Orientation Rides, a practice mission, overnight activity, etc., you must contact the aircraft manager or his designee prior to scheduling or flying so this can be coordinated. **THIS IS OHIO WING POLICY.**
3. Do not call the aircraft manager in the middle of the night if you are tasked to fly an "actual" sortie in N354CP. However if this happens during the day please check WMU or call to see if the plane is already scheduled so that we can make it available to you for your "actual" sortie.
4. Flight Release Officers in our unit are Brian Kennedy, Marc Pagan and David Sitter.
5. Self-funded flying is charged at a dry rate of \$47.00 per hour.
6. Any flight that cannot be substantiated under the mission code recorded will be billed as a C-17, self-funded flight. This includes "A" or "B" coded flying recorded with no mission number in the log book. Do not use mission codes such as C-9 if the code is not clearly necessary.

### **STORAGE LOCKER:**

1. Shelves are labeled. Put things back where they belong.
2. After using the SDIS equipment you must plug the laptop and the camera battery charger into the power strip inside the cabinet so that the batteries get recharged. Power strip must be "on."
3. The bottom shelf holds the G1000 power supply, to be used for training without using the aircraft batteries or running the engine. There is a 100 foot extension cord provided by our unit so that you can pull the aircraft outside the hangar and receive satellite signals. Instructions for connecting it to the aircraft are posted on the inside locker door. Please schedule C-17 time in WMU if you want to use the plane in this manner for training.
4. **NOTE THE POWER SUPPLY'S SWITCH IS SAFETY WIRED INTO THE PROPER POSITION FOR POWERING THE AVIONICS. DO NOT MOVE THIS SWITCH.**
5. **DO NOT LEAVE THE LOCKER UNLOCKED AT ANY TIME!**

### **HANGAR:**

1. Lane personnel can open the hangar door. You can also open the hangar door yourself from the inside by pressing the "OPEN" button located at the center of the doors and holding it for 8 seconds. The door will open as long as you continue to hold the button.
2. To exit the hangar you can close the hangar door by pressing and holding the "CLOSE" button and exit through the man-door in the hangar door. Make sure it closes securely behind you. **The man-door locks automatically.**
3. Upon returning, park the plane with the right wingtip pointing toward the hangar door.
4. If there is not room in this location, ask Lane personnel where they would like the aircraft parked.
5. To open the hangar door from the outside, you must pass your arm between the 2 hangar doors and press the 8-second time delay "OPEN" button.
6. We are **NOT** allowed to move the aircraft past the Gulfstream jet that is kept in the hangar. If N354CP is behind the Gulfstream, you must get one of the Lane Aviation employees to move it for you.



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### **SUPPLIES IN AIRCRAFT:**

1. All rags in the baggage compartment are to be kept in their Ziploc bags.
2. Please keep the GATS jar in its Ziploc bag and keep this in the baggage compartment as well.
3. Clean the G1000 screens only with the microfiber cloth in the Observer's side pocket or the cleaning swabs provided. DO NOT USE ANY OTHER PRODUCTS, OR SOAP AND WATER.
4. There will be a step stool or step ladder in the baggage compartment for those who are over 170 lbs.
5. DO NOT USE THE STEPS ON THE FUSELAGE AND STRUT IF YOU ARE OVER 170 LBS.
6. There will be a baggage scale in the baggage compartment for you to use in your weight and balance computations.
7. The SDIS equipment weighs 15 pounds. We will publish under separate cover a current weight and balance and date it so that you can be sure you always have the most updated version.

### **FUEL, OIL AND AIR:**

1. Lane Aviation can fuel the aircraft during their business hours. If they are closed when you return from a flight, call them the next morning and make arrangements for fueling and payment. For corporate funded refueling, Lane has our account number on file but you must still get a receipt and submit a CAPF108. For self-funded flights, you must provide a payment method.
2. Fueling procedures are to top off to the bottom of the tabs (not to the holes in the tabs). There is a calibrated dipstick in the pilot's seat back pocket.
3. This is 32 gallons per side and equals @ 4.5 hours endurance.
4. Leave the fuel valve in the "left" or "right" position when you are done flying and when fueling, not in the "both" position.
5. If you do not want to fuel at Lane Aviation then perform fuel usage calculations, fuel elsewhere and return the plane with 32 gallons per side in the tanks. If you return the plane with less than 32 gallons per side you will be billed the current Lane Aviation rate to fill the tanks to the tabs.
6. Oil is in the storage locker. If you must purchase oil, use only Ohio Wing approved oil. Per Wing and National policies there must be 2 quarts of oil in the baggage compartment at all times.
7. To fill air in the tires, an air chuck with quick release connector is located in the pilot's seat back pocket, as is a digital tire gauge. Put it back in the aircraft when you are done using it. It belongs to us, not Lane Aviation.
8. There are air hoses on the hangar walls. The air is often turned off. If you don't get air pressure just follow the hose to the shutoff valve and turn the air "on." This is a high pressure hose so use caution.
9. CLEAN THE AIRCRAFT WHEN YOU ARE DONE FLYING. This includes the windows.
10. Use only the window cleaning solutions and rags provided. Any damage to the aircraft Plexiglas will be charged to you.
11. Use a provided and approved light "quick wax" product on the leading edges of the wings, struts, and tail in order to mitigate bug buildup and expedite bug cleaning.



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### **BILLING AND PAYMENT:**

1. We will send you a statement on or before the 5<sup>th</sup> of each month for your prior month's flights.
2. Statements are payable upon receipt.
3. Scheduling access may be denied to anyone who does not pay in a timely manner.

### **COMMUNICATION:**

1. If you have a problem use the squawk sheets in the aircraft.
2. In addition call the aircraft manager or maintenance officer or (preferred) use the email address [oh085plane@yahoogroups.com](mailto:oh085plane@yahoogroups.com) to generate email to us so that we are notified of your concerns immediately. This sends email to the aircraft manager and maintenance officer simultaneously.
3. You will receive a positive confirmation from the aircraft manager or maintenance officer that your concerns have been received, as well as a confirmation when the issue is addressed. This will be via email or phone call.

If you need any additional information please do not hesitate to contact me.

A handwritten signature in black ink, appearing to read "Brian E. Kennedy".

Brian E. Kennedy  
Major CAP  
Commander